FORM 700 FILING OFFICER HANDBOOK

(DESIGNED FOR PUBLIC AGENCIES OTHER THAN COUNTY DEPEARTMENTS/COMMISSIONS)
UNDER THE PROVISIONS OF THE POLITICAL REFORM ACT OF 1974

PREPARED BY EXECUTIVE OFFICE, BOARD OF SUPERVISORS
CONFLICT OF INTEREST/LOBBYIST DIVISION
REVISED JANUARY 2022

EXECUTIVE OFFICE

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

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INTRODUCTION

PURPOSE OF CONFLICT OF INTEREST LAWS

The purpose of conflict of interest laws is to prohibit public employees/officials from personally benefitting at the expense of the public interest. In 1974, the voters of the State of California approved Proposition 9, the Political Reform Act of 1974 (the Act).

THE POLITICAL REFORM ACT

The Political Reform Act of 1974 (Government Code §§ 81000 et seq.) covers numerous topics related to ethical conduct of public officials and prohibits conflicts of interest in the making of governmental decisions. The Act is also the authority for the establishment of Conflict of Interest Codes. One aim of the Act was to cause the disclosure of the financial interests of public officials that might be materially affected by their official actions.

The restrictions of this Act may apply to all employees/officials, without regard to whether they are required to file an annual statement of economic interests (Form 700).

THE GENERAL PROHIBITION

"No public employee/official at any level of state or local government shall make, participate in making or in any way attempt to use [their] official position to influence a governmental decision in which [they] know or have reason to know [they] have a financial interest." (Government Code § 87100.) Any person who willfully violates the general prohibition is guilty of a misdemeanor. (Government Code§ 91000.) This prohibition applies to all employees/officials.

CONFLICTING PERSONAL FINANCIAL INTERESTS

A personal financial interest extends beyond the public employee's/official's own finances or investments. A public employee/official has a personal financial interest in a decision if it is reasonably foreseeable that the decision will have a material financial effect on the employee/ official, or a member of their immediate family, in any one of the following five economic interests. (Government Code § 87103.)

THE FIVE ECONOMIC INTERESTS

(1) **Business Investment.** Any business entity in which the employee/official has a direct or indirect investment worth $2,000 or more, including ownership of stock by the employee/ official or the employee's/official's spouse or dependent child.

(2) **Real Property.** Any real property in which the employee/officials has a direct or indirect interest worth $2,000 or more. The employee's/official's home is not included in this

calculation, but any other investment property would be. An individual's primary residence is not an economic interest unless a room is rented out or a business deduction is claimed.

(3) Income. Any source of income that provides $500 or more in value promised to, or received by, the employee/official within 12 months prior to the time when the decision is made.

(4) Business Position. Any business entity in which the employee/official is a director, officer, partner, trustee, employee, or holds any position of management.

(5) Gift. Any donor of, a gift or gifts totaling $520 or more, received, or promised to the employee within 12 months prior to the decision being made from a single source. Meals, travel costs, or anything else of value are included in the $520. A gift is anything of value that confers a personal benefit on the public official for which payment or services of greater or equal value are not provided. (Government Code § 82028.) *Be aware that the $520 gift limit may change depending on the Consumer Price Index*.

WHEN DISQUALIFICATION IS REQUIRED

If it is foreseeable that the employee/official will be involved in or influence a governmental decision that will affect any of these five types of economic interests, the employee/official has a conflict of interest. For assistance with this analysis with respect to a particular decision, please consult with your General Counsel or the FPPC Advice line at 866-275-3772 or advice@fppc.ca.gov.

If a public official listed in Government Code section 87200 has a conflict of interest, that official must publicly identify the financial interest, recuse themselves from discussing and voting on the matter and leave the room. Your General Counsel should be consulted well before any action is taken.

All other public officials who have a conflict of interest must completely abstain from any involvement in the decision. These public officials should also notify their direct supervisor and consult with their General Counsel as needed. (Government Code §§ 87100 and 87105.)

Even where specific criteria are not met and a true conflict of interest does not exist, employees/officials should be sensitive to the appearance of a conflict and should carefully consider whether to participate in a decision-making process whenever they have a financial interest at stake.

The disqualification rule applies to all employees/officials — regardless of whether they file a Form 700.

PURPOSE OF THIS HANDBOOK

This Filing Officer Handbook was prepared by the Conflict of Interest/Lobbyist Division (COI) staff of the Executive Office of the Board of Supervisors and is intended to acquaint all Agency Filing Officers with their duties and responsibilities under the Act. The Board of Supervisors serves as the code reviewing body for all agencies, other than city agencies and courts, within the County of Los Angeles having a conflict of interest code.

This handbook is intended to provide an overview of the economic disclosure provisions of the Act for new and existing Filing Officers and to describe their responsibilities.

In accordance with the Board of Supervisors' policy, each public agency must adopt a conflict of interest code that identifies the designated employees and describes the types of financial interests that must be disclosed. The purpose of the code is to help identify and prevent potential conflicts of interest and promote transparency.

Filing Officers should be aware that the collection of Form 700s are required under the Act. The collection of Form 700s are an essential part of maintaining the public's trust.

Another purpose of this handbook is to establish uniform guidelines for Filing Officers to follow when receiving and maintaining Form 700s, and to inform them of their enforcement responsibilities.

CONFLICT OF INTEREST CODE – FILER DETERMINATION

The Act requires public agencies that are decision-making bodies to adopt formal Conflict of Interest Codes. Agency Conflict of Interest Codes identify employees/officials who are most likely to be involved in governmental decision-making to file Assuming/Annual/Leaving statements of economic interests (Form 700s). The purpose of this form is to alert employees/officials to their personal interests that might be affected while they are performing their official duties. Disclosure also helps inform the public about potential conflicts of interests.

FORM 700 (DISCLOSURE)

Every employee in a position designated by the Conflict of Interest Code must complete an Assuming/Annual/Leaving statement of economic interests form called a Form 700. Typically, Exhibit "B" of a Conflict of Interest code designates positions required to make such disclosure.

The adopted Conflict of Interest Code assigns disclosure categories to each designated position, depending on the level of the position and the types of governmental decisions the individual will be involved in. The disclosure categories identify the types of personal financial interests which the designated employee/official must disclose. Each employee/official in a position designated by the code is required to complete their Form 700 by the established deadline.

Designated Employees/Officials within a Conflict of Interest Code must file an Assuming Office Form 700 within 30 days of assuming/appointment to their position. They must also complete an Annual Form 700 by April 1st of each year they hold that position/office. When the employee/official leaves a designated position, a Leaving Office Form 700 is also required within 30 days of leaving.

FAILURE TO FILE A FORM 700 (FINES)

The Filing Officer/Official initially notifies all employees/officials of their filing responsibilities, whether it's an Annual, Assuming, or Leaving Office statement. Should a filer fail to file their statement within the time limits prescribed, a fine can be assessed at the rate of $10 per day, for every day a statement is filed late, up to a maximum of $100. There is no provision in the law for an extension of the filing deadline.

Failure to file a Form 700 or disclose a reportable interest may result in a penalty being assessed against the employee/official including monetary penalties for as much as $5,000 per violation or three times the amount illegally obtained.

FAILURE TO FILE A FORM 700 (FINES)

The Executive Office of The Board of Supervisors is the Filing Officer for the Agency Head and the Governing Board Members, and the Agency Filing Officer is responsible for all other designated positions. **Please refer to the instructions as noted on the first page of your Code under "Place of Filing of Statements of Economic Interests" and then Exhibit "B" (designated positions) to identify those positions**. Should the Agency Head or Governing Board Members fail to file their statement timely, you are encouraged to take proactive measures in addition to the COI Division's, to obtain the overdue filings. The Non-Filer must then file their Form 700 along with an explanation of why they are filing late and request a waiver of the penalty. Should that filer not respond timely to the letters/emails, they will be required to pay the full amount of the fine.

Your office will receive copies of all correspondence sent by the Executive Office to the Non-Filer via email.

DISCIPLINARY ACTION FOR NON-COMPLIANCE

Employees/officials should be cautioned that failure to comply with the provisions of the Act could resultin disciplinary action. This could include dismissal, consistent with applicable civil service rules, regulations and procedures, or other laws.

ENFORCEMENT REFERRALS TO THE FAIR POLITICAL PRACTICES COMMISSION (FPPC)

Enforcement referrals to the enforcement authority (FPPC) should only be made after a Filing Officer has exhausted all efforts to obtain an overdue Form 700 filing. Before making such a referral, it is stressed that your Agency Head is well aware of these efforts and in agreement that the referral should be made. You may also want to consult and/or advise the COI Division. ***Please note that you are only responsible for the enforcement-related actions pertaining to your internal filers. The Executive Office will handle these proceedings for the Agency Head and Governing Board.***

SELECTING A FILING OFFICER/FILING OFFICIAL

Each Agency Head selects one of their employees to carry out the duties and responsibilities of the Filing Officer/Official. The Executive Office maintains a database with the names, addresses, e-mail addresses, and phone numbers of the individual selected. The Filing Officer/Official, under the direction of the COI Division is responsible for maintaining the agency's compliance with the Political Reform Act.

DUTIES OF THE FILING OFFICER/FILING OFFICIAL

Regulation 18115 of the FPPC defines the filing officer as the person or department, which receives and retains original Statements of Economic Interests. It is the responsibility of the Filing Officer/Official to ensure compliance with the filing requirements of the Act by the tracking and collection of Annual, Assuming, and Leaving Office Form 700s.

The Filing Officer/Official is required to maintain a tracking log of the two top-tier designated positions (generally the Agency Head and the Board Members) by using the County's Electronic Roster System (e-Roster). For all other designated positions, the Filing Officer/Official will have to maintain an internal log. It is crucial that a Filing Officer/Official maintain an accurate roster of <u>all</u> their designated filers. This includes ensuring that the email addresses on file are valid.

Additionally, the Filing Officer/Official is responsible for maintaining a filing system to house all hard-copy original Statements of Economic Interests for the agency's internal filers. The only exceptions are statements that need to be filed with the Executive Office (called Executive Office Filers, or **EO Filers**) which are filed by the Agency Head or Governing Board Members. The originals of these statements are forwarded to the Executive Office and a copy is retained by the agency.

SUPPLYING THE FORM 700 AND OTHER MATERIALS:

As a Filing Officer you supply each filer (either by paper or a link) with the most current Form 700, a copy of your agency's Conflict of Interest Code, and any other materials provided by the FPPC or by the Executive Office and perform the duties in Regulation §18115.

IMPORTANT DATES

In mid-February of each year, you should be on the lookout for the new Form 700 and the material that is applicable provided by the COI Division. When your filers assume or leave office, your duty is to update the e-Roster with an assuming/leaving date and supply an email address on the e-Roster. The COI Division will send the filer a notice to file electronically. If the filer does not wish to file electronically, you will need to provide them with the hard-copy form and material. If the filer does not have a valid email address, you will need to handle the Form 700 collection process by physical mail.

At the beginning of November each year, the COI Division sends out an email advising Filing Officers/Officials to utilize the e-Roster to review, update, and submit any membership changes. Each agency is required to review their listing and inform the COI Division of any changes (this means checking or double-checking filer email addresses). This is done in preparation for the annual filing. The Annual Roster Update deadline is **<u>DECEMBER 15TH</u>** of each year. If you fail to update your Roster, your filers will face many challenges during the annual filing period.

DUTIES OF THE FILING OFFICER/FILING OFFICIAL

In January of each year, the Filing Officers/Officials will need to confirm that they have submitted all the necessary changes and their roster accurately reflects their active filers. They will need to complete the e-Roster Annual Rollover Process, as outlined in the **Electronic Roster System Outside Agency User Guide** . The Deadline for the Annual Rollover Process is the **end of January** of each year. ***If you do not complete this process accurately, and by the given deadline, your filers may not have access to e-file their upcoming Annual Form 700 and will need to submit it to you by paper.***

RECEIPT OF HARD-COPY FILINGS

Upon receipt of hard-copy Form 700s, time-stamp or date the statement in the upper right hand corner of the cover page. For Agency Heads or Board Members (**EO Filers**) who file their Form 700s with the Executive Office, make a copy for your files, then forward the original wet-signature statement to the Executive Office no later than five business days after receipt. Please note that if your internal filers do not have access to an electronic filing system, you may accept Form 700s that are e-signed. Your internal filers can complete their forms and e-sign them using a secure electronic signature (such as Adobe sign). Government Code Section 81004 states that a "secure electronic signature" means either (1) a signature submitted using an approved electronic filing system or (2) if permitted by the filing officer when an electronic filing system is not available, a digital signature submitted via the filer's agency email address. (See Regulations 18104 and 18757) **Promptly notify the filer if their statement is not completed properly.** (See details on incomplete statements on page 9)

RECORD RETENTION

Filing Officers/Officials are required to keep original hard copy and e-filed Form 700s for a minimum of seven years. Hard-copy originals can be converted to an electronic format after two years from the date of receipt. The electronic copies can be made available for public inspection rather than the original statement per Government Code section 81009(g).

PUBLIC INSPECTION

Every statement filed pursuant to the Act is a public record that is open for public inspection and reproduction during regular business hours, commencing as soon as practicable, but in any event not later than the second business day following the day on which the request is received. No conditions may be imposed upon persons desiring to inspect or reproduce statements, nor will any information or identification be required from such persons. Copies will be provided at a charge not to exceed ten cents ($0.10) per page. Filing Officers may charge a five-dollar ($5.00) retrieval fee for statements five or more years old. A request for more than one statement at the same time shall be considered a single request. (Government Code Section 81008).

DUTIES OF THE FILING OFFICER/FILING OFFICIAL

REVIEWING THE FORM 700/REQUIRED AUDIT

Filing Officers/Officials have a duty to determine whether the proper statements have been filed and whether they conform on their face with the Act's requirements. In determining if statements conform on their face to the Act's requirements, the Filing Officer must review the information contained in at least 20 percent of the statements which are filed on time (annual audit), at least half of which must be selected on a random basis, and the information contained in all statements which are filed late, to determine whether:

(A) The summary page is completed correctly, and all schedules applicable to the filer are either attached or checked "no reportable interests."

(B) The attached schedules include all required descriptive information for each financial interest.

(C) Information on one schedule suggests that required information is omitted on either that schedule or another schedule.

FACIAL REVIEW OF THE FORM 700

A facial review is required for all statements maintained by the agency to ensure the cover page is accurate. Look for:

- Name and address of filer
- Period covered
- Type of statement
- Summary completed and schedules attached
- Original signature (or e-signed if an e-filing system is unavailable)

FULL REVIEW OF THE FORM 700

For statements maintained by the agency, a full review of the entire form is required on:

- Statements that do not pass facial review
- 20% of all timely filed statements
- 100% of late statements

Agency Filing Officers should complete the Amendment Request Form and send it to the filer so they can correct the errors. Please be advised that this review is not intended to be an investigative process. If a discrepancy is found, you will need to notify the filer to complete an amendment.

In reviewing the Form 700, you may come across apparent violations; please refer to FPPC regulation 18115 on the process of determining these and the process of handling them.

STATEMENTS OF ECONOMIC INTERESTS (FORM 700)

A Statement of Economic Interests (Form 700) is a California State form on which state and local government officials publicly disclose their personal assets and income that may be materially affected by their official acts. Positions that are designated in a conflict of interest code are required to disclose certain financial interests according to the disclosure categories assigned to that position in their code.

Certain public officials, including public officials who manage public investments (also referred to as '87200 filers'), are required to disclose all financial interests within their agency's jurisdiction. These officials make full economic disclosure in accordance with state law, rather than their agency's conflict of interest code.

PROCESSING THE FORM 700

ANNUAL SEI FORM 700

On or about the first two weeks of February of each calendar year, the Executive Office will, via email, notify each Filing Officer/Official of the deadline for filing annual Statements of Economic Interests. Enclosed within the email will be the links to the current year's Form 700, a link to the list of all agencies under the code review of the Board of Supervisors and their Conflict of Interest Codes, and any and all newly-revised supplemental FPPC documents in relevance to the Form 700. All designated positions in the Conflict of Interest Code must file an annual statement with their filing officer on or before April 1st of each year. The annual statement covers the previous calendar year beginning January 1 through December 31 or the beginning date the designated position assumed office. (Those who assumed office between the months of October 1 through December 31 do not need to file an annual statement until the following year.)

Approximately two weeks before the April 1st deadline, you may choose to notify your pending filers by your own preferred method (i.e. emails, calls, letters, etc.).

ASSUMING OFFICE SEI FORM 700

Assuming Office: Once the Filing Officer/Official enters an email in the e-Roster and adds the filer to the roster, the filer will receive an email to file their Assuming Office Form 700. If your filer has never been in the system, a secondary email with a username and temporary password will be sent to them. The COI Division will send an initial email notification and then a secondary overdue email notification 30 days later. The Filing Officer/Official will be copied to both emails. If the filer still hasn't completed the form after the two email notices, then the Filing Officer/Official has the duty to track them down and follow enforcement procedures. (See disciplinary action/enforcement referrals on page 6)

PROCESSING THE FORM 700

LEAVING OFFICE SEI FORM 700

Leaving Office: When an EO filer leaves or changes to a non-designated position, the Agency Filing Officer/Official must log into the e-Roster and update the leaving office date. The filer will then receive an email to file their Leaving Office Form 700. If your filer has never been in the system, a secondary email with a username and temporary password will be sent to them. The Agency Filing Officer/Official should add a valid email address instead of the email account the agency provides its filers, so that the filer receives our email notification (this can be a filer's personal email).

If there is no known alternate email, the obsolete email must be deleted before submitting the e-Roster update, and the last known physical address be provided to the COI-Desk via email. The COI Division will then handle this process by sending physical mailers and copying the Agency Filing Officer/Official.

When internal filers leave or change to non-designated positions, the Agency Filing Officer/Official must record the change on an internal log and provide a Form 700 (and any other related FPPC documents) to the filer. The filer then has 30 days to file the pending form. If the agency does not have an electronic filing system for its internal filers, then the Agency Filing Officer/Official may choose to allow e-signed forms as originals. (See page 8 for e-signature information)

DEADLINES FOR ASSUMING/LEAVING OFFICE STATEMENTS

The filer must complete and submit the Form 700 with the Filing Officer/Official within 30 days of assuming or leaving the designated position. EO Filers can choose to submit the form by paper, or file it electronically on the Form 700 website. Internal Filers can choose to file by paper or by an approved e-signature.

PROCESSING THE FORM 700

RECEIPT OF HARD COPY FILINGS

A) Review the statement for completeness. Filing Officer/Officials are required to complete a facial review of ALL paper-submitted forms. On the cover page, there must be **an original signature;** photocopied, PDF or electronic signatures are not acceptable; however, exemptions may apply for Form 804 filers. Ensure that all schedules indicated are completed and attached.

- As a side note, please ensure proper review of the Form 700. This will make it easier for you when you are conducting your annual audits. The most common mistake is when filers submit their Leaving Office statement and they are missing one of the required bubbles underneath the Leaving Office date (it is a required field). If a filer completed the Annual Form 700 already, they will need to mark the second bubble noting “The period covered is 1/1/current year, through the date of leaving office”, otherwise, they will have to mark the first bubble so the form can be considered as a Leaving AND Annual Form. This bubble is often missed, so please be sure to provide extra attention ensuring at least one bubble is filled in. When you notice that it has been missed, and prior to it being timestamped, you may either return it to the filer for completion or call the filer and mark it on their behalf with their authorization.

B) After you have completed the facial review, timestamp all paper statements. If a timestamp is not available, write the date and your initials in the upper right corner of the statement.

C) If a statement is incorrect, or if the information contained in the statement requires clarification, the Filing Officer/Official must contact the filer to obtain the necessary information.

D) File the hard-copy original statements in the folder created for that particular year and follow the record retention requirements. ***Remember that the Executive Office receives the original statement for your Agency Head. Keep a copy of those statements in your file.***

E-ROSTER SYSTEM

As a Filing Officer/Official, you have access to the [County's Electronic Roster System]. The Roster System provides you with the ability to review and update your roster, monitor the receipt of Form 700s, and maintain and access your EO Filers' Form 700s.

A Roster System User Guide is in place to assist you in navigating through the County's Electronic Roster System. The Roster system consists of six tabs (Dashboard, Agency Contact, Roster, e-Filers, Reports and Documents. The functionality of these tabs is described in the user guide link above.

E-ROSTER FUNCTIONALITY

Filing Officers should utilize the following tabs within the Roster system for best advantage:

Reports:

The Reports tab generates lists of filings you have received and those that are still pending.

- Select the "Filing Year", "Type of SEI", then select the "Status" as received or pending and click "Run Report." You may also export to Excel.

e-Filers:

The e-Filers tab allows you to view electronically submitted Form 700s.

- Select the "Filing Year", then locate the filer's name and select the triangle to the left of their name to expand the record and select "View Report" to open the PDF submission.

MEMBERSHIP CHANGES

Please notify the COI Division within 10 days if any of the events listed below occur throughout the year, by submitting the updates on the e-Roster utilizing the Roster tab.

CHANGE IN THE AGENCY HEAD

- Update the Leaving Office date for the current Agency Head on the e-Roster.
- Add the new Agency Head to the e-Roster.
- **Please DO NOT attempt to update your Agency Head in the Agency Contact tab!**
- Send the COI Division an email to COI-Desk@bos.lacounty.gov and indicate the new Agency Head's name, email address, and phone number. The COI Division will then update your "Agency Contact" tab on the e-Roster with your new Agency Head information.

E-ROSTER SYSTEM

POSITION TITLE CHANGES:

- When a filer changes a title to another designated position in your Code, you simply update the title in the e-Roster; no Assuming/Leaving Office Form 700 is required. (*This only applies to EO Filers)*

  (For your internal filers, make sure to indicate the change of title on your internal roster; no Assuming/Leaving Office form 700 is required for these changes, either)

- When a filer changes a title to a non-filing position, a Leaving Office Form 700 is required.

REPLACING A FILING OFFICER/OFFICIAL:

This is not a process that can be updated through the e-Roster system. Please notify the COI Division when replacing a Filing Officer, by sending an email to COI-Desk@bos.lacounty.gov. Please indicate the new Filing Officer's name, mailing address, telephone number, and email address. It is extremely important that the new Filing Officer receives a copy of this handbook for review.

FORM 700 ELECTRONIC FILING SYSTEM

The Form 700 Electronic Filing System (e-Filing System) is an online portal developed by Los Angeles County. Our e-Filing System is used to provide an electronic platform for EO Filers for filing their Form 700s.

Our e-filing system is separate from the FPPC's online filing system. Your filers should not be directed to the FPPC for filing their Form 700s.

To access the e-Filing System, you will need a username and a password. If you are a County employee, then your username is "e" + your County employee number. If you are not a County employee, then you will be assigned an "N" number. First-time users will need to change their temporary password (provided in the initial notice) to gain access to the e-Filing System.

The website address is https://lacform700.lacounty.gov/Login.aspx

OTHER FPPC FORMS

Below are a few relevant FPPC Forms that a Filing Officer/Official may or may not need to use. Please consult with your General Counsel for the use of these forms and for more information.

FORM 801
Payment to Agency Report

This form is used to report certain payments received by state and local government agencies. It includes:

- a payment for an official's travel expenses for the purpose of facilitating the public's business in lieu of a payment using agency funds; and
- a payment that would otherwise be considered a gift or income to the benefiting official but is instead accepted on behalf of the agency.

FPPC Regulations 18944 and 18950.1 provide a procedure that state and local agencies may use to disclose payments used for agency purposes and paid by a third party. The regulations' reporting procedures provide an alternative means to disclose a payment that may otherwise be considered income or a gift to a benefitting employee and subject to reporting on a Statement of Economic Interest, Form 700.

Click here to view the FPPC Form 801

OTHER FPPC FORMS

FORM 802

Ceremonial Role Events and Ticket/Pass Distributions

This form is used by state and local government agencies that have adopted ticket distribution policies. The form identifies persons that receive admission tickets and passes and describes the public purpose for the distribution. This form was prepared by the FPPC.
Click here to view the FPPC Form 802

FORM 804

Agency report of new positions

State and local government agencies may use this form to identify new positions that will make or participate in making governmental decisions on behalf of the agency. An individual in a newly created position must file a Statement of Economic Interests (Form 700) within 30 days of assuming office.

This form identifies the Statement of Economic Interests, Form 700, disclosure requirements for individuals serving in new positions. This form is for the agency's internal use and should be maintained by the agency in the same manner as the agency's conflict of interest code.

The positions captured on the Form 804 cannot utilize the e-Filing System. These positions may be allowed to use a PDF signature when filing a Form 700. For details please see the "How to file" instructions on page 3 of the Form 700. Click here to view the FPPC Form 804

ASSISTANCE FROM THE EXECUTIVE OFFICE

The Conflict of Interest staff of the Executive Office is available to answer any questions that may arise in completing and filing Statements of Economic Interests. You may reach staff members at the following phone number, (213) 974-1748 or e-mail COI-Desk@bos.lacounty.gov. Please direct complex legal questions to your General Counsel, or the FPPC Advice Line at advice@fppc.ca.gov.

HELPFUL LINKS:

1. FPPC Forms – This webpage houses the most current Form 700 and all prior year versions, and amendment forms.

2. FPPC Regulations Page – This webpage houses the following relevant regulations:

   (a) 18115 – Duties of Filing Officers and Filing Officials - Statements of Economic Interests
   (b) 18115.1 – Duties of Filing Officers and Filing Officials - Paper Format Statements of Economic Interests
   (c) 18735 – Change of Position or Disclosure Category Within Same Agency

3. Political Reform Act – This is the link to the Political Reform Act and the sections referenced below:

   (a) 81008 – Public Records; Inspection; Reproduction; Time; Charges.
   (b) 81009(g) – Preservation of Reports and Statements.
   (c) 87202 – Officials – Elected, Appointed and Hold Over.
   (d) 91003.5 – Conflicts of Interest Violation.
   (e) 91013 – Late Filing of Statement or Report; Fees.

4. FPPC Notification Guidelines for Filing Officer Statement of Economic Interests (Form 700)

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